

*October 2005*

# 1.8

## *Report*

## Benchmarks

*In written reports, students organize and convey information and ideas accurately and effectively.  
This is evident when students:*

**PreK-4:**

- a. Analyze a situation based on information gathered, and suggest a course of action based on the information, and
- b. Discuss a situation or problem, then predict its possible outcomes based on information gathered.
- c. Engage the reader and develop a controlling idea;
- d. Use appropriate organizing structures; and
- e. Use a range of appropriate elaboration strategies such as including appropriate facts and details, describing the subject or narrating a relevant anecdote.

**5-8:** Evidence PreK-4 applies, plus -

- f. Organize information gathered through reading, interviews, questionnaires, and experiments so that a reader can easily understand what is being conveyed;
- g. Establish an authoritative stance on a subject, and appropriately identify and address the reader's needs to know;
- h. Include appropriate facts and details, excluding extraneous and inappropriate information; and
- i. Develop a controlling idea that conveys a perspective on the subject.

**9-12:** Evidence PreK – 8 applies, plus -

- j. Use a variety of strategies to develop the report, and
- k. Organize text in a framework appropriate to purpose, audience, and context.

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### *Grade 4 Benchmarks*

A Way to Get to Know Me	4
A Report on Martin Luther King, Jr.	3
The Baobab	3
My African Report	3
Donna	3
Montana	2
Tunafish	1

**Standard 1.8 Writing to Inform *Revised Rubric***  
**Grade 4**

1.8 In written reports, students organize and convey information and ideas accurately and effectively.

<b>Dimensions of Writing Standard 1.5 Criteria</b>	<b><u>Score Point 4</u></b> Shows evidence of exceeding the standard	<b><u>Score Point 3</u></b> Shows evidence of meeting the standard	<b><u>Score Point 2</u></b> Shows evidence of being below the standard	<b><u>Score Point 1</u></b> Basic and limited writing
<b>Purpose</b> <ul style="list-style-type: none"> <li>Context</li> <li>Focus/Controlling Idea</li> <li>Evidence of gathered information</li> <li>Audience</li> </ul>	Includes relevant background information (context)  Focus is clear  Report stays on focus	<b>Includes relevant background information (context)</b>  <b>Focus is clear</b>  <b>Report stays on focus</b>	Little context  Has topic and attempts a focus.	No context  Topic and/ or focus may be unclear and/or shift
<b>Organization</b> <ul style="list-style-type: none"> <li>Overall coherence</li> <li>Appropriate organizational patterns</li> </ul>	Has clear, consistent coherence and organization  Has compelling introduction and/or conclusion that supports focus  Uses transitions	<b>Has clear, consistent coherence and organization</b>  <b>Has introduction, body, and conclusion that support focus</b>  <b>Uses some transitions</b>	May have some organizational structure	May have little or no organization
<b>Details/Elaboration</b> <ul style="list-style-type: none"> <li>Naming</li> <li>Describing</li> <li>Explaining</li> <li>Comparing</li> </ul>	Has a depth of information  Details are relevant to topic, purpose, and audience  Uses a variety of elaboration strategies	<b>Has some supporting information.</b>  <b>Details support the focus</b>  <b>Ideas are elaborated appropriate to grade level</b>	May have random and/or irrelevant details.  Ideas are not elaborated or details are insufficient to support focus	
<b>Voice and Tone</b> <ul style="list-style-type: none"> <li>Vocabulary</li> <li>Sentence structure</li> <li>Sentence variety</li> </ul>	Voice of a knowledgeable person  Uses effective vocabulary, sentence structure and/or variety	<b>Voice is of a person who desires to convey gathered information</b>  <b>Uses appropriate vocabulary, sentence structure and/or variety</b>	Uses confusing language (sentence structure and vocabulary).  Uses pale vocabulary and basic sentence structure	

The benchmarks define the performance level of the descriptors for each grade.

**A Way To Get To Know Me**

There are many things that you should know about me. I have an older brother, a doll collection, and over 100 Pez containers. I enjoy sewing, playing the piano and going for bike rides. But the two most important things that you should know about me are that I love to dance and that I enjoy Harry Potter's magical world.

First, I like ballet because it makes me feel good. When I do ballet, I listen to the beat of the music and let it guide me. I keep on working at my corrections and don't give up. I will try to correct my mistakes so I will get better and better. I have been in many shows. Performing is important to me because it gives me a chance to share with people how far I've come. All the clapping at the end makes me feel like I have done my best and that the audience thought so, too. Sometimes I have to go through tryouts. When I get in, it feels great. But when I don't, I feel terrible. That's the only bad thing. I have been doing this since I was two. My dream is that all the work will pay off and someday I will become a prima ballerina.

I also enjoy Harry Potter's magical world. The Harry Potter books are written by J.K. Rowling. I was even second in line to get the fifth Harry Potter book. There are many different ways to enter this magical world offered by her. When I read the books I would escape from the real world, then become a part of the magical world, like a character in the story. After reading the books, I watched the movies. I like the fifth Harry Potter book the most because it's longer and gives more adventure than the rest. I like the second movie the most because it really follows the idea of the book. My favorite character is Hermione (because I like her personality), second Harry, and third Ron. After the first book I dressed as Hermione with a friend who dressed as Harry for Halloween.

But that wasn't the end, I went as Hermoine again for Halloween another year. J.K.

Rowling writes wonderful stories. I can't wait to see what she writes next. I can't wait to find out what will happen to Harry next.

In conclusion, I wrote this writing about how much I like doing ballet and being in Harry Potter's magical world so that people could get to know me better. I hope you learned something about me. I want people to get to know me better so that they can get to know my personality and maybe become my friend. People everywhere should find a way to make a friend. Start by observing a person of what they do, and then talk to them, and maybe you'll make a friend.

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*Context sets up focus: what you "should" know*

First, I like ballet because it makes me feel good. When I do ballet, I listen to the beat of the music and let it guide me. I keep on working at my corrections and don't give up. I will try to correct my mistakes so I will get better and better. I have been in many shows. Performing is important to me because it gives me a chance to share with people how far I've come. All the clapping at the end makes me feel like I have done my best and that the audience thought so, too. Sometimes I have to go through tryouts. When I get in, it feels great. But when I don't, I feel terrible. That's the only bad thing. I have been doing this since I was two. My dream is that all the work will pay off and someday I will become a prima ballerina.

*Elaborated with precise language supports focus*

I also enjoy Harry Potter's magical world. The Harry Potter books are written by J.K. Rowling. I was even second in line to get the fifth Harry Potter book. There are many different ways to enter this magical world offered by her. When I read the books I would escape from the real world, then become a part of the magical world, like a character in the story. After reading the books, I watched the movies. I like the fifth Harry Potter book the most because it's longer and gives more adventure than the rest. I like the second movie the most because it really follows the idea of the book. My favorite character is Hermione (because I like her personality), second Harry, and third Ron. After the first book I dressed as Hermione with a friend who dressed as Harry for Halloween. But

*Elaborated, precise details support focus*

that wasn't the end, I went as Hermione again for Halloween another year. J.K. Rowling writes wonderful stories. I can't wait to see what she writes next. I can't wait to find out what will happen to Harry next.

In conclusion, I wrote this writing about how much I like doing ballet and being in Harry Potter's magical world so that people could get to know me better. I hope you learned something about me. I want people to get to know me better so that they can get to know my personality and maybe become my friend. People everywhere should find a way to make a friend. Start by observing a person of what they do, and then talk to them, and maybe you'll make a friend.

*Extension of focus  
in conclusion*

**Effectiveness Score = 4**

*This well-organized report has a depth of relevant information that supports focus. The writer uses effective vocabulary and a variety of sentence structures. The conclusion extends the focus in a thoughtful way.*

**A report on Martin Luther King jr.**

I would like to introduce to you someone who I admire, his name is Dr Martin Luther King jr. He was born in January 15, 1929. When he was about six years old he couldn't play baseball with his white friends because he was black, that made him decide what he wanted to do when he grew up . . .he wanted everybody to join hands together and live like brothers, sisters and family. So he tried as hard as he could to make it that way when he was older. If you read the rest of this you will learn that Martin Luther King jr. was such a dreamer he was determined.

Dr. Martin Luther King jr. is a dreamer, for example, his friends who thought that the Jim Crow laws were wrong walked 7 miles holding hands, in one day. All he wanted was for people to come together and hold hands, and hold hands. He even made a speech about it. His speech was called the "I have a dream" speech.

Dr. Martin Luther King Jr. is determined, for example, he never gave up when people threatened him and his family about killing them. In the beginning it says that him and his father were shopping for shoes and a cop said, "shop in the back if you're a negro," but they just stayed up in the front by the shoe shop. Further more into the book it his house was bombed by some people, but Martin marched on for freedom for every black man and woman in America.

In conclusion, Martin Luther King is a determined dreamer. I think Martin is such a wise man. He is very special man that I know. If you hate Martin Luther King Jr. & Sr. for what they did you should re-think your thought. You should read about Martin and learn about segregation and him.

### A report on Martin Luther King jr.

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**Strong introduction engages the reader**

**Needs context / explanation**

↘ Dr. Martin Luther King jr. is a dreamer, **for example**, his friends who thought that the Jim Crow laws were wrong walked 7 miles holding hands, in one day. All he wanted was for people to come together and hold hands, and hold hands. He even made a speech about it. His speech was called the "I have a dream" speech.

**Paragraph needs elaboration and connection back to focus**

Dr. Martin Luther King Jr. is determined, **for example**, he never gave up when people threatened him and his family about killing them. In the beginning it says that him and his father were shopping for shoes and a cop said, "shop in the back if you're a negro," but they just stayed up in the front by the shoe shop. ← **A sentence needed to connect quote to focus (King's determination)**

**Further more** into the book it his house was bombed by some people, but Martin marched on for freedom for every black man and woman in America.

**In conclusion,** Martin Luther King is a determined dreamer. I think Martin is such a wise man. He is very special man that I know. If you hate Martin Luther King Jr. & Sr. for what they did you should re-think your thought. You should read about Martin and learn about segregation and him.

**Conclusion is weak**

### Effectiveness Score = 3

*This fourth grade report on Martin Luther King was obviously prompted by the reading of a biography. The writer uses many "exceeds" qualities: a hook to engage the reader, internal transitions (in bold print), and strong voice. The focus is clear and consistent. Some necessary context is missing. Voice is of a writer who desires to convey information.*



**The Baobob**

I just read about the Baobob tree. It is a tree in the African savanna. I think the baobob tree is very important because many animals love it and it is used for many things.

The baobob tree is loved by many animals. Birds, bushbabies, elephants, giraffes, bats, snakes, and other animals love this tree. Some of them use it for home, some for food and others for storing stuff. The birds and bushbabies make homes in the baobob tree. They also sometimes store their food in the tree. Elephants and giraffes eat from the tree. The giraffes enjoy the tender leaves while the elephants eat the bark sucking out the juices and the soft fiber. The fruit bats drink from the fiber nectar.

Also the baobob is used for many things. Its bark is striped for baskets and rope, its fruit is made into sweet candy and sweet drinks. The hollow trunks are used to store water and other foods. Some people even build their homes around the baobob tree.

As you can see, many animals love the baobob tree and it is used for many things. I think that the baobob tree is a great tree and I hope it is part of our world for a long time.

*Topic*  
**The Baobob**

*Minimal context*

I just read about the Baobob tree. It is a tree in the African savanna. I think the baobob tree is very important because many animals love it and it is used for many things.

*Two-pronged focus*

The baobob tree is loved by many animals. Birds, bushbabies, elephants, giraffes, bats, snakes, and other animals love this tree. Some of them use it for home, some for food and others for storing stuff. The birds and bushbabies make homes in the baobob tree. They also sometimes store there food in the tree. Elephants and giraffs eat from the tree. The giraffes enjoy the tender leaves while the elephants eat the bark sucking out the juices and the soft fiber. The fruit bats drnk from the fiber necter.

*Clear organizational structure: topic sentence followed by examples of animals, and then information about each animal elaborated in order*

Also the baobob is used for many things. It's bark is striped for baskets and rope, it's fruit is made into sweet candy and sweet drinks. The hollow trunks are used to store water and other foods. Some people even build their homes around the baobob tree. *Transition*

*Elaboration of second part of focus*

As you can see, many animals love the baobob tree and it is used for many things. I think that the baobob tree is and great tree and I hope it is part of our world for a long time.

*Repetition of focus*

### **Effectiveness Score = 3**

*This fourth-grade research report solidly meets the standard. The topic is the baobob tree, and the focus is how animals love it and what it is used for. The two-pronged focus is organized into two body paragraphs, each with numerous, relevant details. Voice is of a person who desires to convey information.*

**1.8 Report**  
**Grade 4****My African Report**

Have you ever thought about how your environment affects you? Well in this report I am going to talk about how the environment in Africa affects the people who live in it. I came up with two of the most important things that affect the people in Africa. These two things are their homes and their clothing.

In Africa your house affects the way you live. If you live in the African Desert you would probably live in a tent. This is because you would move around a lot and you can't carry a house! Also because you could make a tent out of hide there. If you lived in the rain forest, a home would be made out of sticks and leaves, big ones. This would be because it would keep out rain which falls a lot in the rain forest. But if you lived in a place like Cairo Egypt, a modern city, the homes would probably be more like yours.

Clothing in Africa affects the way people live. If you lived in the Sahara Desert you would find people wearing light loose clothing. This because, dark colors attract the sun and you wouldn't want to be hot in a desert. Also because loose clothing doesn't stick to you and make you hot. If you lived in the rain forest though you would not wear very much because it is warm there and there is not much need to wear much. But as I said before, Cairo is a modern city and they would wear clothing more like your and mine.

As you can see, where you live affects the way you live. Think about it sometimes. How does living where you live affect you?

### My African Report

***Essential question to be answered*** →

Have you ever thought about how your environment affects you? Well in this report I am going to talk about how the environment in Africa affects the people who live in it. I came up with two of the most important things that affect the people in Africa. These two things are their homes and their clothing.

***Writer's intent/focus is clear***

***Focus clarified*** →

In Africa your house affects the way you live. If you live in the African Desert you would probably live in a tent. This is because you would move around a lot and you can't carry a house! Also because you could make a tent out of hide there. If you lived in the rain forest, a home would be made out of sticks and leaves, big ones. This would be because it would keep out rain which falls a lot in the rain forest. But if you lived in a place like Cairo Egypt, a modern city, the homes would probably be more like yours.

***The writing has 3 elaborated areas of support for focus***

***Focus clarified*** →

Clothing in Africa affects the way people live. If you lived in the Sahara Desert you would find people wearing light loose clothing. This because, dark colors attract the sun and you wouldn't want to be hot in a desert. Also because loose clothing doesn't stick to you and make you hot. If you lived in the rain forest though you would not wear very much because it is warm there and there is not much need to wear much. But as I said before, Cairo is a modern city and they would wear clothing more like your and mine.

***Writer repeats tight organizational pattern***

As you can see, where you live affects the way you live. Think about it sometimes. How does living where you live affect you?

***Writer has clearly synthesized information and reflects on the significance of the information with an "Aha" statement.***

### **Effectiveness Score = 3**

***This fourth grade report effectively demonstrates synthesis of taught information. The writer answers the essential question posed in the first sentence. The writer's purpose is clear: to show that the particular environment in different parts of Africa affects the homes and clothing of the people. The organization is consistent in the two body paragraphs, and the elaboration of detail clearly reflects the writer's thinking about the information in relation to the focus. The voice is of a person who desires to convey information.***

**Donna**

I really admire my neighbor, Donna. Donna is nice to me and she loves me. She has always been there for me ever since I was two years old. Donna, my neighbor, is fun, generous, and supportive. I love Donna just as much as she loves me.

I will start with some examples for how she is fun. She is fun because she takes me to the beach. Another example is that she takes me for bike rides. She also does my nails. Donna takes me shopping and then I do her nails just how she does it to me. These things are fun because I'm doing it with her.

Secondly, Donna is generous. Donna is generous because if I am bored and have no money, she will take me to her work so that I will have money to go shopping. She also talks to me about controlling my anger. For example, she tells me to stay away from who I am mad at and work to forget about it so it gets out of my head. Then she gives me money for working.

In conclusion, it seems like Donna will do anything for me. It also seems like Donna is fun, generous, and supportive to me alot. I love Donna and Donna loves me. That shows we care about each other.

**1.8 Report**  
**Grade 4**  
**Effectiveness Score = 3**

**Donna**  
Topic

I really admire my neighbor, Donna. Donna is nice to me and she loves me. She has always been there for me ever since I was two years old. Donna, my neighbor, is fun, generous, and supportive. I love Donna just as much as she loves me.

*Focus is clear; introduction contains necessary context*

I will start with some examples for how she is fun. She is fun because she takes me to the beach. Another example is that she takes me for bike rides. She also does my nails. Donna takes me shopping and then I do her nails just how she does it to me. These things are fun because I'm doing it with her.

*Three listed examples support focus*

*Thoughtful interpretation of facts*

Secondly, Donna is generous. Donna is generous because if I am bored and have no money, she will take me to her work so that I will have money to go shopping. She also talks to me about controlling my anger. **For example,** she tells me to stay away from who I am mad at and work to forget about it so it gets out of my head. Then she gives me money for working.

*Writer supports "generous" and "supportive" qualities in Donna with elaboration*

**In conclusion,** it seems like Donna will do anything for me. It also seems like Donna is fun, generous, and supportive to me alot. I love Donna and Donna loves me. That shows we care about each other

*"Aha" statement*

**Effectiveness Score = 3**

*In this personal information report, the writer uses specific vocabulary to focus on the qualities of her neighbor. The focus is supported by concrete details, either listed or elaborated. Effective transitions and interpretative statements also add to the positive qualities of this fourth-grade writing. Voice is of a person who desires to convey information.*

**Note:** This type of writing is representative of what might be asked for on a report writing prompt in a testing situation.

## **Montana**

Did you know that the copper removed from Berkeley Pit, Montana would be enough to pave a four-lane freeway six inches deep and 88 miles long?

Montana is a northwestern state and the capital is Helena. The abbreviation is M T. It was founded on November 8, 1889. The population is 799,065. The motto is oro y plata (or-o-e-plat-a) which means gold and silver. Montana is one of the six Rocky Mountain states, therefore it is very rocky. But what I really want to tell you about is Montana's gold.

Did you know that in the 1800's, gold was the treasure that brought people o Montana? Yes, that's true. In 1955, Berkeley pit was the first large-scale open pit mine. Berkeley pit is 1,780 feet deep! The gold from the pit was shaped like a cube five feet on a edge. In 1982, 1.5 billion tons of ore (any combination of minerals) was found in Berkeley pit. Today, coal, oil, copper, gold and silver are mined in Montana.

Although I only told you about one of them, there are many more mining areas in Montana. I hope I interested you enough to research all the other mines.

**1.8 Report**  
**Grade 4**  
**Effectiveness Score = 2**

Topic  
 ↙  
**Montana**

Did you know that the copper removed from Berkeley Pit, Montana would be enough to pave a four-lane freeway six inches deep and 88 miles long?

*“Hook” has no relation to attempted focus and there is no transition to next*

Montana is a northwestern state and the capital is Helena. The abbreviation is M T. It was founded on November 8, 1889. The population is 799,065. The motto is oro y plata (or-o-e-plat-a) which means gold and silver. Montana is one of the six Rocky Mountain states, therefore it is very rocky. But what I really want to tell you about is Montana’s gold.

*Random and irrelevant details are insufficient to support focus; much elaboration*

**Attempted focus** ↗

Did you know that in the 1800’s, gold was the treasure that brought people o Montana? Yes, that’s true. In 1955, Berkeley pit was the first large-scale open pit mine. Berkeley pit is 1,780 feet deep! The gold from the pit was shaped like a cube five feet on a edge. In 1982, 1.5 billion tons of ore (any combination of minerals) was found in Berkeley pit. Today, coal, oil, copper, gold and silver are mined in Montana.

*Chronological organization with no connection to focus*

Although I only told you about one of them, there are many more mining areas in Montana. I hope I interested you enough to research all the other mines.

*Conclusion seems to imply that mining areas was the focus*

**Effectiveness Score = 2**

*In this fourth grade report, the topic is Montana and the attempted focus is gold (or perhaps the Berkeley Pit.) Either of these could have been developed as an effective focus. The hook addresses the pit, but not the gold. The second paragraph contains random details ending with a stated focus about gold. The third paragraph has random details about the pit. The overall result is an all-you-want-to-know report with no clear focus. The vocabulary is pale, and the overall sentence structure is simple, with attempts at sentence variety.*



### **Tuna Fish**

Tuna are terrific. Tuna fish are long fish. Their colors are gray, blue, and silver. Their body is sleek rounded and streamlined. They can weigh up to 817 kg 1,800 lb. Tunas have scales.

Tuna are terrific. They can live in either the Atlantic or Pacific oceans. They are fast fish. They travel in fish schools. (A school of fish swim together as a group in the water.)

Tuna are terrific. People eat tuna fish in sandwiches. Tuna eat fresh water fish. There are seven kinds of tuna. Some tuna is used as pet food.

I learned that tuna travels in fish schools. I used to think feel that there was no tuna fish and I thought the stuff in the can was chicken and mayo. Now I know that there is a tuna fish.

**1.8 Report**  
**Grade 4**  
**Effectiveness Score = 1**

**Tuna Fish** ← *Topic*

*Not a meaningful focus*

Tuna are terrific. Tuna fish are long fish. Their colors are gray, blue, and silver. Their body is sleek rounded and streamlined. They can weigh up to 817 kg 1,800 lb. Tunas have scales. ✗ *This does not work as a transition*

Tuna are terrific. They can live in either the Atlantic or Pacific oceans. They are fast fish. They travel in fish schools. (A school of fish swim together as a group in the water.)

Tuna are terrific. People eat tuna fish in sandwiches. Tuna eat fresh water fish. There are seven kinds of tuna. Some tuna is used as pet food.

I learned that tuna travels in fish schools. I used to think feel that there was no tuna fish and I thought the stuff in the can was chicken and mayo. Now I know that there is a tuna fish.

*Simple, subject-verb sentence structure*

*Random, unelaborated details*

*Irrelevant detail; attempt at reflection*

**Effectiveness Score = 1**

*This all-you-want-to-know report has a topic but no focus. “Tuna are terrific” is meaningless as a focus. Repetition of an adjective with no connected thought analysis will not create a focus. This writer uses basic (simple) sentence structure with little variety. The information is loosely organized by topic, but the first three paragraphs could easily be rearranged. Conclusion is minimal. The vocabulary is pale, and the sentence structure is simple.*